



**US Environmental Protection Agency  
Office of Pesticide Programs**

**Funding Opportunity Announcement  
Pesticide Registration Improvement Renewal Act  
(PRIA 2) Partnership Grants**

**Date Issued: May 15 2008**

**Date Due: June 19 2008**

## **Funding Opportunity Announcement**

### **Pesticide Registration Improvement Renewal Act (PRIA 2) Partnership Grants**

#### **Overview Information**

The following list provides key information concerning this funding opportunity:

- A. Federal Agency and Office Name:  
U.S. Environmental Protection Agency (EPA), Office of Prevention, Pesticides and Toxic Substances (OPPTS), Office of Pesticide Programs (OPP)
- B. Funding Opportunity Title:  
Pesticide Registration Improvement Renewal Act Partnership Grants
- C. Announcement Type: Initial Announcement
- D. Funding Opportunity Number: EPA-OPP-08-002
- E. Catalog of Federal Domestic Assistance (CFDA) number:  
66.716 - Surveys, Studies, Demonstrations, Educational Outreach, and Special Projects within the Office of Prevention, Pesticides, and Toxic Substances
- F. Statutory Authority:  
Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20.
- G. Dates:  
Proposals must be postmarked or submitted via Grants.gov on or before 5:00 PM EST on **June 19, 2008**. All proposals postmarked or submitted via Grants.gov after this due date will **NOT** be considered for funding.

#### **Brief Description**

EPA's Office of Pesticide Programs (OPP) is soliciting proposals to advance partnerships that focus on pesticide risk management issues with a special focus on integrated pest management (IPM) approaches. Awards are intended to support a diverse set of project types, including, but not necessarily limited to demonstrations, transfer of innovative IPM technologies, outreach, and education. This announcement provides qualification and application requirements to those interested in submitting proposals for fiscal year 2008. The total amount of funding available for award is expected to be approximately \$1,000,000. Of this total, \$750,000 is authorized by the Pesticide Registration Improvement Renewal Act and \$250,000 in EPM funds are being provided by OPP's Biopesticides and Pollution Prevention Division. The number of awards to be made under this announcement will depend on individual proposal costs, the availability of funds, and the quality of proposals received. The maximum funding level is \$250,000 per project. The project period of performance is limited to two years from the award date.

## **I. Funding Opportunity Description**

### **A. Authority**

EPA expects to award assistance agreements under the authority provided in Section 20 of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA, 7 U.S.C. 136r) which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. Regulations governing assistance

agreements are found at 40 CFR part 30 for institutions of higher education, colleges and universities, and non-profit organizations; and 40 CFR part 31 for States and local governments. In addition, the provisions in 40 CFR part 32 governing government-wide debarment and suspension; and the provisions in 40 CFR part 34 regarding restrictions on lobbying apply. All costs incurred under this program must be allowable under the applicable OMB Cost Circulars: A-87 (States and local governments), A-122 (nonprofit organizations), or A-21 (universities). Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (e.g., lobbying members of Congress or lobbying for other Federal grants, assistance agreements or contracts). See 40 CFR part 34.

## **B. Program Description**

### **1. Purpose and Scope.**

The Pesticide Registration Improvement Renewal Act (PRIA 2) Partnership Grants will provide financial assistance to eligible applicants to carry out projects that focus on pesticide risk management issues with a focus on integrated pest management (IPM). Awards are intended to support a diverse set of project types, including, but not limited to demonstrations, transfer of innovative IPM technologies, outreach, and education. Special emphasis is placed on projects that address the following issues:

- a. alternatives to soil fumigants
- b. alternatives to azinphos methyl
- c. IPM strategies that will address local watersheds with issues of pesticides in surface waters
- d. IPM in schools, daycare centers, and hospitals
- e. increased adoption of biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods
- f. methods for documenting IPM adoption or the reduction of risks associated with changes in pesticide use
- g. business cases for the implementation and/or adoption of IPM approaches.

### **2. Goals and Objectives.**

The goals of the Pesticide Registration Improvement Renewal Act (PRIA 2) Partnership Grants are to:

- a. encourage partnerships between stakeholders, producers, commodity groups, scientists, extension, and local/state/federal government agencies to demonstrate, promote, and expand reduced risk/IPM practices;
- b. utilize demonstration projects, outreach, and/or education to increase the adoption of reduced risk/integrated pest management (IPM) approaches;
- c. quantitatively measure and document the effects and impacts of using the reduced risk/IPM programs on the environment, human health and community; and
- d. build business cases for the implementation and/or adoption of IPM approaches thereby providing pesticide users with solid business analyses of the costs of adopting IPM activities to help them make informed decisions and forward best practices.

## **C. History.**

This is a new program which has its origins in the Pesticide Registration Improvement Renewal Act (PRIA 2). The Act provides for funding to support partnership grants in the amount of \$750,000 in FY2008, \$750,000 in FY2009, and \$500,000 in subsequent

years. The Office of Pesticide Programs' Biopesticides and Pollution Prevention Division contains the Environmental Stewardship Branch (ESB). The mission of ESB is to promote environmental stewardship nationally to protect human health and the environment by reducing risks of pests and pesticides through public-private partnerships, education, and other non-regulatory efforts. The goal of these grants is to develop public-private partnerships focused on reducing the risks associated with the use of pesticides through stewardship efforts. These grants were developed to help formalize and expand public-private stewardship and collaborative pesticide risk reduction efforts. The Biopesticides and Pollution Prevention Division is showing its support for this new program by contributing \$250,000 of its FY2008 funds in addition to the \$750,000 in funding authorized by PRIA 2.

**D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.**

**1. Linkage to EPA Strategic Plan/GPRA Architecture.**

These assistance agreements will support EPA Strategic Plan Goal 4, Healthy Communities and Ecosystems; Objective 4.1: Chemical, Organism and Pesticide Risk; Program/Project 09 – Categorical Grant: Pesticide Program Implementation. To see EPA's 2003-2008 Strategic Plan visit: <http://www.epa.gov/ocfo/plan/plan.htm>.

**2. Outputs.**

The term "output" means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

The anticipated outputs of the expected agreements may include: (1) educational and outreach materials; (2) pest management plans that include reduced-risk IPM program components; (3) training for producers and technical service providers; (4) partnerships established between federal and non-federal programs to provide reduced risk/IPM programs; (5) acres impacted by the project under management that include pesticide risk reduction practices; and (6) pounds of pesticide use reduced.

**3. Outcomes.**

The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Expected outcomes from this program include, but are not limited to the following: (1) an increase the number of growers, schools, and individuals using reduced risk/IPM tools and techniques; (2) a reduction in risks from exposure to pesticides through implementation of proven reduced risk approaches to pest management; (3) a quantitative measure or qualitative reduction in the use of higher risk pesticides or pesticides in general; (4) a business case that supports the adoption of a reduced risk pest management strategy; and (5) increased partnerships between stakeholders, producers, EPA, other federal/state/local agencies to implement reduced risk/IPM programs or achieve quantitative and qualitative benefits to human health, environment and communities due to the adoption of reduced-risk IPM.

## **II. Award Information**

### **A. Amount of Funding Available**

Pesticide Registration Improvement Renewal Act (PRIA 2) Partnership Grants anticipates having approximately \$1,000,000 in 2008 to award to eligible applicants. The maximum funding level is \$250,000 per project. The project period of performance is limited to two years.

### **B. Funding Restrictions**

Indirect costs must be included in the funding amount. In accordance with 40 CFR 30.25 (f), "Recipients are authorized without prior approval or a waiver to: (1) Incur pre-award costs 90 calendar days prior to award. (i) Pre-award costs incurred more than 90 calendar days prior to award require the prior approval of the EPA Award Official. (ii) The applicant must include all pre-award costs in its application. (iii) The applicant incurs such costs at its own risk (i.e., EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs). (iv) EPA will only allow pre-award costs without approval if there are sufficient programmatic reasons for incurring the expenditures prior to the award (e.g., time constraints, weather factors, etc.), they are in conformance with the appropriate cost principles, and any procurement complies with the requirements of this rule."

### **C. Funding Type**

EPA will award funding in the form of assistance agreements according to FIFRA Section 20. If awards are in the form of cooperative agreements, there will be substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. While EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement would be:

1. close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. collaboration during performance of the scope of work; and
3. review and comment on reports prepared under the cooperative agreement.

### **D. Total Number of Awards**

The number of awards to be made under this announcement will depend on individual proposal costs, the availability of funds, and the quality of proposals received. Proposals to supplement existing projects are eligible to compete with proposals for new awards. EPA expects to make up to ten awards under this solicitation.

In appropriate circumstances, EPA reserves the right to partially fund proposals/applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later

than six months after the original selection decisions.

**E. Start Date/Project Duration**

Award funds for the selected proposals are expected to be available in September 2008. Proposed project periods may be up to two (2) years.

**F. Disclaimer**

EPA reserves the right to reject all proposals and make no awards under this announcement, or make less awards than anticipated.

**III. Eligibility Information**

**A. Eligible Applicants**

Funds are available to States, U.S. territories or possessions, federally recognized Indian tribal governments and Native American Organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions and individuals. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. For-profit organizations are not eligible; however, ineligible groups are encouraged to work with an eligible organization to submit proposals.

**B. Cost Sharing/Matching**

Matching funds are not required. However, applicants are encouraged to leverage funds from other sources. This leveraging will be evaluated under Section V. B. 4 (Strengths of Partnerships). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants). Any form of proposed leveraging that is evaluated under a section V ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

**C. Threshold Eligibility Information**

These requirements, if not met by the time of proposal submission, will result in elimination of the proposal from consideration for funding. Only proposals that meet **ALL** of these criteria will be evaluated against the ranking factors in Section V of the announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applicants must be eligible (See Section III. A) to receive funding under this announcement.
2. The maximum funding level requested for a project must not exceed \$250,000.
3. The proposed project period of performance must not exceed two years.

4. Applications must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement. Where page limitations are established, pages in excess of the page limitation will not be reviewed.
5. Proposals must be postmarked or received through grants.gov on or before the solicitation closing date published in Section IV of this announcement or they will not be reviewed.
6. EPA will consider only the first proposal submitted by each individual investigator. Proposals from different investigators within the same organization are acceptable.
7. For agricultural projects, proposed projects **MUST** have the following measures:
  - i. acres impacted by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
  - ii. percent reduction or pound per acre reduction expected in the use of conventional pesticide active ingredients.

#### IV. General Application Instructions

Applicants must submit a complete, detailed application to include all of the documents described in Section A below. Additional guidance on completing the documents is available through EPA's Office of Grants and Debarment (<http://www.epa.gov/ogd/>). Applications received (if made electronically through Grants.gov) or postmarked (if mailed) after the closing date will be returned to the sender without further consideration. All applications must be complete and eligible for award considerations at the time of submission.

Applicants may choose to submit application packages either hard copy (paper) format or electronically thru Grants.gov. Please use only **one** method. Applications may not be submitted directly to the EPA contact persons via email. Instructions for both forms of submission follow.

##### Instructions for Hard Copy Submissions

Applicants submitting hard copy must submit two complete packages including all of the documents identified in *Section IV (A)* of this announcement along with a copy as an MS Word, Adobe PDF, or WordPerfect file on CD. Proposals must be sent through regular mail, express mail, or courier to EPA Contact listed in *Section VII*.

##### Instructions for Electronic Submissions

When submitting via Grants.gov, the proposal narrative described below must be readable in PDF, MS Word or WordPerfect for Windows and consolidated into a single file.

The electronic submission of your proposal package must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on "Get Registered" on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the "Apply for Grants" tab on the left side of the page.

Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or [http://www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp)).

Once you have downloaded the viewer, you may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-OPP-08-002, or the CFDA number (CFDA 66.716), in the appropriate field. You may also be able to access the proposal/application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

#### **A. Application Materials**

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Assurances for Non-Construction Programs (SF-424B)
5. Grants.gov Lobbying Form
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Project Proposal – (prepared as described below)
8. Budget Narrative Attachment Form (Budget Detail)
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Proposal Appendices
11. Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget)

The application package must include all of the following materials:

**1. Application for Federal Assistance (SF-424)** (no page number)

Complete the form. There are no attachments. Be sure to include organization fax number and email address in Block 5 of the form. Clearly state the total funding amount requested for the **ENTIRE** project period in Block 15.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

**2. Budget Information for Non-Construction Programs (SF-424A)** (no page number)

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the total amount should also be indicated on line 22.

If you are submitting a hard copy proposal, blank SF-424, SF-424A, SF-424B forms



can be found at <http://www.epa.gov/ogd/AppKit/application.htm>. If you are submitting via Grants.gov, the forms will be included in the electronic application package.

3. **Assurances for Non-Construction Programs (SF-424B)** (no page number)  
Complete the form. There are no attachments.
4. **EPA Key Contacts Form 5700-54** (no page number)  
Complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the electronic application package by using the "Other Attachments Form" in the "Optional Documents" box. (See Application Preparation and Submission Instructions below for more details.)
5. **Grants.gov Lobbying Form – Certification Regarding Lobbying** (no page number)  
Complete the form. There are no attachments.
6. **EPA Form 4700-4, Pre-Award Compliance Review Report** (no page number)  
Complete the form. There are no attachments.
7. **Project Proposal**
  - a. **Cover Page** (Page 1). The cover page must list the following information with your letterhead:  
EPA docket ID number: EPA-HQ-OPP-08-002  
Project Title:  
Project Coordinator:  
Organization Name and Address:  
Telephone No.:    Fax No.:    Email Address:  
Project Duration (including Starting Date and Ending Date):  
First Year Funding Request:  
Second Year Funding Request, if applicable:  
Total Funding Request (for the entire project):  
Indicate if this proposal is a continuation of a previously EPA funded project:  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please provide the following:  
EPA Assistance Number: \_\_\_\_\_  
Budget Period of Project: \_\_\_\_\_
  - b. **Table of Contents** (Page 3): A one page table listing the different parts of the proposal and the page number on which each part begins.
  - c. **Executive Summary** (Page 4): The Executive Summary should be a stand alone document, not to exceed one (1) page, containing the specifics of what is proposed and what you expect to accomplish regarding measuring or movement toward achieving project goals. This summary should identify the **measurable environmental results** you expect including potential human health and ecological benefits.
  - d. **Proposal Narrative** (Includes Part I-VI): Parts I-VI listed below **MUST NOT** exceed twelve (12) pages.
    - i. **Part I. Project title.** Descriptive project title.
    - ii. **Part II. Objectives.** A numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a

single sentence. These objectives should be specific and clearly stated.

- iii. **Part III. Justification.** For each objective list in Part II above, discuss the potential outcome in terms of environmental, human health, pesticide risk and/or use reduction or pollution prevention. If appropriate, the target pest(s) and use site should be explicitly stated. This section should be numbered with a justification corresponding to each objective.
- iv. **Part IV. Literature Review.** Briefly describe relevant information currently available. This should also include information on projects currently in progress that are relevant to or provide the basis for either the project design or the validation of a new approach to the issue being addressed.
- v. **Part V. Resources.** Describe the human resources, potential collaborators and/or existing networks you offer to increase possibility of project success. Please state the role these people or organizations will play in the project.
- vi. **Part VI. Approach and Methods.** Describe in detail how the project will be carried out.
  - 1. Describe how the system or approach will support the program goals. Include a well conceived work plan that is realistic and appropriate to achieving the identified objectives. This should include a brief background on the main issues or challenges, specific objectives, main activities and expected outcomes and deliverables.
  - 2. Describe how the project will be promoted to ensure project information and outcomes are clearly presented and reach the intended audience. The proposal should describe a variety of methods for education and information dissemination, and will not only rely on an Extension bulletin, research article, or presentation at a conference as the primary outreach activity. Projects are encouraged to use hands-on workshops, field tours, discussion groups, and other methods to encourage learning and adoption/information dissemination/replicability.
  - 3. Describe how the project efforts may continue after EPA funding ends.
  - 4. Describe to the greatest extent possible how information and outcomes from the project may be useful to other locales, commodities, or audiences.
- vii. **Part VI. Performance Measures and Expected Outcomes and Outputs.** State how you will evaluate the success of the program in terms of **measurable environmental results**. (See Section I. D.) The proposal narrative should include **performance measures** that demonstrate the progress or environmental benefits of the project. Any project surveys are required to provide measurable outputs and outcomes. Outputs and outcomes should be clearly listed in a table format and the applicant must describe their approach for measuring their progress towards achieving the expected project outputs and outcomes. Include specific milestones and how you will measure improvements to human health, the ecosystem, or quality of life. In addition to the

performance measures listed in Section V (Selection Criteria), all proposals and reports (progress and final) **MUST** also include the following elements for reporting of project measures:

1. For agricultural projects, acres impacted by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
2. For non-agricultural projects, an appropriate measure of the impact of the project (i.e. students, teachers and staff impacted by an IPM in schools project; children impacted by a daycare center project; acres of park land in a landscaping or turf project).
3. Percent reduction or pound per unit of measure (e.g., acre, square foot) reduction expected in the use of highly toxic active ingredients and/or pesticide products.

All proposals and reports (progress and final) **should** include the following elements for the reporting of project measures (see section IV. 3. Reporting Requirements):

- i. Documentation on improving the knowledge base of target audience on alternative and integrated pest management techniques.
- ii. Performance measures on the economic viability of adoption by the target audience are encouraged.
- iii. Evidence that the applicant expects to partner with others and/or encourage favorable attention to the project with media releases or other outreach activities.
- iv. Data on performance measures should be reported in table format whenever possible. Related and supportive scientific publications can be attached.

If you choose to use additional unique performance measures, they must be clearly described and submitted as part of the proposal. If your project is selected for funding, measures included in your proposal may be subject to negotiation. Be sure to describe the method you will use to attain data to support the measures indicated.

- i. **Part IX. Programmatic Capability and Environmental Results Past Performance.** Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements) and describe:
  1. whether, and how, you were able to successfully complete and manage those agreements,
  2. your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports,
  3. how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g. outputs and outcomes) under those agreements, and whether and how you documented any lack of progress. If you did not document that you were not making progress, indicate why not.

In evaluating applicants under this factor in Section V (Application Review Information), EPA will consider the information provided by the applicant

and may also consider relevant information from other sources, including information from the EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant ). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: The applicant should also provide in its proposal narrative any additional information, to the extent not already identified above, that addresses the selection criteria found in Section V.

**8. Budget Narrative Attachment Form (Budget Detail):**

In addition to the SF-424A form, prepare the Detailed Itemized Budget linking the cost of each objective with the budget. Explain the need for funding under each of the appropriate budget categories. Under travel, include the travel location(s), estimated number of trips, estimated total mileage and number of nights lodging required throughout the entire project period. Include information on other funding sources (leverage funds), if any. Describe how leveraged resources will be obtained and what role EPA funding will play in the overall project. Attach the form by clicking on "Budget Narrative Attachment Form" and then "Add Mandatory Budget Narrative." (See Application Preparation and Submission Instructions below for more details.)

NOTE on Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

**9. Disclosure of Lobbying Activities (SF-LLL)**

Complete the form if your organization is involved in lobbying activities.

**10. Proposal Appendices**

These appendices must be included in the grant proposal. Continue page numbering as appropriate after Part IX.

a. **Appendix A. Literature Cited.** List cited key literature references alphabetically by author.

b. **Appendix B: Timetable.**

Provide a timetable that includes what will be accomplished under each of the objectives during the project and when completion of each objective is anticipated.

- c. **Appendix C: Letters of Support.** Letters of support from collaborators, indicating their contributions to the project, should be provided.

**11. Negotiated Indirect Cost Rate Agreement** (if indirect costs are included in the project budget)

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.)

You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

**B. Application Preparation and Submission Instructions**

Documents 1 through 6 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 6, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For documents 7 and 8, you will need to attach electronic files. Prepare your proposal as described above and save the document to your computer as an MS Word or WordPerfect file. (EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.” Follow the same general procedures for attaching document 8 – the Detailed Itemized Budget – using the “Budget Narrative Attachment Form.”

Documents 9 through 11 are listed in the “Optional Documents” box, but please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization. You are only required to submit document 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 11 – Biographical Sketches for Project Manager(s). To attach document 10 and document 11, use the “Other Attachments Form” in the “Optional

Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY08 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 08 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY08 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Frank Ellis at 703-308-8107 or email at [ellis.frank@epa.gov](mailto:ellis.frank@epa.gov).

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (*not from support@grants.gov*) within 30 days of the proposal deadline, please contact Frank Ellis (703-308-8107; [ellis.frank@epa.gov](mailto:ellis.frank@epa.gov)). Failure to do so may result in your application not being reviewed.

Applications submitted through grants.gov will be time and date stamped electronically. Proposals must be postmarked or submitted via Grants.gov on or before 5:00 PM EST on **June 19, 2008**. All proposals postmarked or submitted via Grants.gov after this due date will **NOT** be considered for funding.

Awards involving the collection of environmental data will be subjected to the requirements of a Quality Assurance Project Plan (QAPP) and will require coordination with the Agency contact and Project Officer. A QAPP is not required at the time of submittal.

- C. **Coalitions.** Groups of two or more eligible applicants may choose to form a coalition and submit a single application for this assistance agreement. However, one entity must be responsible for the grant. Coalitions must identify which eligible organization will be the

recipient of the cooperative agreement, and which eligible organization(s) will be sub-awardees of the recipient. Sub-awards or sub-grants must be consistent with the definition of that term in 40 CFR Parts 30.2(ff) and 31.3. The recipient must administer the cooperative agreement, is accountable to the EPA for proper expenditure of the funds and reporting, and will be the point of contact for the coalition. As provided in 40 CFR Parts 30.2(gg) and 31.3, sub-recipients or sub-grantees are accountable to the recipient or grantee for proper use of EPA funding.

Coalitions may not include for profit organizations that will provide services or products to the successful applicant. For profit organizations are not eligible for sub-awards. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 40 CFR Parts 30 and 31. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the proposal. Moreover, the fact a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligation to comply with competitive procurement requirements or consultant compensation limitations.

- D. **Intergovernmental Review.** Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372 or Section 204 of the Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your proposal is selected for funding.
- E. **Allowable Costs.** EPA grant funds may only be used for purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. Assistance agreements funds may not be used to match funds for other federal grants, lobbying or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal government or any other governmental entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21 as appropriate.
- F. **Confidential Business Information.** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(2) prior to disclosure.
- G. **Pre-proposal/Application Assistance and Communications.** In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/ proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.
- H. **Contracts and Subawards.**
  - 1. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?  
EPA awards funds to one eligible applicant as the recipient even if other eligible

applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships , provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- a. an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- b. an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will



be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

## **V. Application Review Information**

The Agency Contact listed in Section VII will send an e-mail acknowledgment to each applicant upon receipt of their proposal.

Each application that meets the eligibility requirements set forth in Section III will be subjected to a technical and programmatic review. The following criteria will be used in the evaluation process:

### **A. Proposal Review.**

All proposals will be reviewed for eligibility purposes (see Section III) by the Agency Contact listed in Section VII. Eligible proposals will be evaluated by a panel of EPA staff using the selection criteria listed below.

### **B. Selection Criteria.** Each eligible proposal will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their application package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

1. Special Emphasis Issues. Under this criterion, applicants will be evaluated based on their ability to address one or more of the following issues of special emphasis: alternatives to soil fumigants; alternatives to azinphos methyl; IPM strategies that will address local watersheds with issues of pesticides in surface waters; IPM in schools, daycare centers, and hospitals; increased adoption of biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods; methods for documenting IPM adoption or the reduction of risks associated with changes in pesticide use; and business cases for the implementation and/or adoption of IPM approaches. **(10 points)**
2. Target Audience. Under this criterion, applicants will be evaluated based on the extent to which they plan to reach their target audience(s). **(5 points)**
3. Methodology. Under this criterion, applicants will be evaluated based on the activities and methods used in the project for meeting proposed objectives and outcomes. This includes the ability to combine disciplines and conduct sound project management. **(15 points)**
4. Strength of Partnerships. Under this criterion, applicants will be evaluated based on the extent of partnering and leveraging funds with other organizations as part of the project activities to achieve transfer of reduced-risk IPM tools and techniques. Cooperation with scientists, extension officers, pest control advisors, crop consultants, non-profit organizations, and other partners (for example, EPA Strategic

Agricultural Initiative grantees, EPA Pesticide Environmental Stewardship Program Regional Grant recipients, IR-4 Biodemonstration Program Grant recipients) is encouraged. **(10 points)**

5. Clearly Stated and Measurable Objectives. Under this criterion, applicants will be evaluated based on their clarity and ability to explain the project objectives and the degree to which the proposed project will increase implementation of reduced-risk IPM programs and increase adoption of reduced-risk alternatives and/or sustainable integrated pest management methods. Include a clear explanation of the methods (both quantitative and qualitative) that will be used to measure progress and impacts. Measures of success should be linked to reduction of pesticide risks, implementation of alternative pest management practices, and/or similar impacts. **(10 points)**
6. Environmental Measurement/Outputs and Outcomes (Medium and Long-term outcomes). Under this criterion, applicants will be evaluated on their likelihood of achieving predicted environmental results, expected outcomes, project goals, and produce on-the-ground, quantifiable environmental change, as well as the plan for tracking and measuring progress towards achieving the expected outputs and outcomes including those identified in Section I. **(15 points)**
7. Programmatic Capability and Environmental Results Past Performance. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account:
  - (i) their past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years. (3 points)
  - (ii) their history of meeting reporting requirements under federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements. (3 points)
  - (iii) the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. (3 points)
  - (iv) their organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (3 points)
  - (v) their staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (3 points)

Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i, ii, and iii above), will receive a neutral score for those elements of this criterion.

**(Total = 15 points)**

8. Project Performance Measurement/Outcomes (Medium and Long-term outcomes). Under this criterion, applicants will be evaluated based on the following:
- Extent to which the project results in an increased use of reduced-risk products and/or IPM programs to address the identified critical pest management needs. (5 points)
  - Extent to which the project includes identified direct or surrogate measures of benefits to the environment and human health (i.e. benefits to water and/or air, soil quality, applicator and worker health, community) that show results from the use of the reduced-risk products or IPM program and that can be tracked throughout the project. Direct measures identify actual environmental changes occurring with IPM program adoption. In contrast, surrogate measures identify changes in strategies or behavior that contribute to environmental changes. (5 points)
  - Extent to which the measures assess the impact of the project (i.e., number of acres of crops affected by an agricultural project or the number of school children affected by an IPM in schools project). (5 points)
  - Extent to which the project includes methods for tracking and measuring the applicants progress towards achieving the expected project outcomes and outputs including those identified in Section I. (5 points)
- (Total = 20 points)**

**C. Selection Process.**

All proposals received by EPA or submitted electronically through Grants.gov by the submission deadline will first be screened by the Agency Contact listed in Section VII against the threshold criteria in Section III of this announcement. Proposals that do not pass the threshold review will not be evaluated further or considered for funding.

A panel of EPA staff will review eligible proposals based on the selection criteria listed in Section V.B. and assign scores to each proposal. Based on the review of proposals against the criteria above, the panel will develop a list of the most highly scored proposals to submit to the Selection Official. Final funding decisions will then be made by the Selection Official based on the evaluation conducted by the review panel. The highest ranked proposals will be selected for award.

**VI. Award Administration Information**

1. **Award Notices.** Once all of the applications have been reviewed, evaluated, ranked and selected, applicants will be notified of the outcome of the competition via email. The notification is not an authorization to begin performance on the selected project(s). The notice of award sent via U.S. Mail to the applicant's authorized representative and signed by the EPA award official is the authorizing document.

A listing of successful proposals will be posted on the EPA website (<http://www.epa.gov/pesp>) at the conclusion of the competition.

EPA reserves the right to negotiate a decrease in the total amount of available funding, partially fund proposals, and reject all proposals and make no awards.

2. **Administrative and National Policy Requirements.** The award and administration of these assistance agreements will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to states, tribes, and local governments set forth at 40 CFR part 31. In addition, the provision in 40 CFR part 32,

governing government-wide debarment and suspension, and the provisions in 40 CFR part 40 regarding restrictions on lobbying, apply.

All costs incurred under this program must be allowable under the applicable OMB Cost Circular A-87. Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR part 34.

Nonprofit applicants that are recommended for funding under this announcement will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at [http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf). Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPP's can found at [http://www.epa.gov/quality1/qa\\_docs.html](http://www.epa.gov/quality1/qa_docs.html).

If a conference or workshop is an element of the project, the applicant will be required to answer the following questions: Who is initiating the conference/workshop/meeting? How will it be advertised? Whose logo will be on the agenda and materials? What is the percentage of participants, i.e. federal, state, local or public? Will the grant recipient prepare the proceedings and disseminate the information back to the targeted community? Will program income be generated from this event?

If indirect costs are budgeted in the assistance application and the non-profit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions" within ninety (90) days from the effective date of the award for this assistance agreement.

If a local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." The local government recipient whose cognizant Federal agency has been designated by the Office of Management and Budget (OMB) must develop and

submit its indirect cost rate proposal for approval to its cognizant Federal agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant Federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its proposal within that period.

EPA awards funds to one eligible applicant as the "recipient" even if other eligible applicants are named as "partners" or "co-applicants" or members of a "coalition" or "consortium". The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. For profit organizations are not eligible for subawards or subgrants under this announcement but may enter into procurement contracts with recipients.

Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of "subaward" at 40 CFR 30.2(ff) or "subgrant" at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

**Human Subjects:** A grant recipient must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. 26. For observational studies involving children and/or pregnant women, please refer to Subparts B & D of 40 C.F.R. 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's Institutional Review Board's (IRB) approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports.

### **3. Reporting Requirements.**

The successful applicant(s) will be required to submit quarterly progress reports throughout the duration of the project. Progress reports are due 30 days post each quarter of the project period. Reports should include a description of project activities including accomplishments, successes and lessons learned along with any problems and/or delays. Environmental outcomes should be indicated in relation to the approved schedule and milestones. Data on performance measures should be reported in table format whenever possible. Quarterly Financial Status Reports (FSR's) will also be required. A final project report is also required 90 days following the end of the project

period according to the same format. Related published reports and research publications on the project with analytical data should be attached when applicable. All reports can be submitted either electronically or by hard paper copy.

4. **Dispute Resolution Process.** Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in the Federal Register of January 26, 2005 (40 CFR Parts 30 and 31)(FRL-7863-3), which can be found at:  
<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/pdf/05-1371.pdf>. Copies of these procedures may also be requested by contacting the EPA contact listed under section VII.

## **VII. Agency Contact**

If you have questions or need additional information regarding this announcement, please contact:

Frank Ellis  
EPA Office of Pesticide Programs  
1200 Pennsylvania Avenue, NW (7511P)  
Washington, DC 20460  
Phone: 703-308-8107  
Fax: 703-308-7026  
e-mail: [ellis.frank@epa.gov](mailto:ellis.frank@epa.gov)

List of Subjects:

Environmental Protection, Grants, Pesticides, Pest Management, Integrated Pest Management, Partnerships.